



State of Montana Job Vacancy

Department of Transportation

Human Resources

2701 Prospect Avenue

PO Box 201001

Helena, MT 59620-1001



August 8, 2008

Internal/External Statewide

An Equal Opportunity Employer

Job Title: Civil Engineering Technician
Position No.: 54194069
Division: Engineering
Location: Materials Bureau
Job Code: 173212
Type of Position: FT/Temporary
Work Comp Code: 9411
Bargaining Unit / Code: MPEA / 0000-8
Band: Band 2
Hourly Salary Range: \$10.401352
Supplement Required: Yes ☐ No ☒
Closing Date: August 15, 2008

Materials Bureau Overview

The principal goals of the Materials Bureau of the Department of Transportation are to develop and implement a comprehensive data collection, testing, and analysis programs that facilitate pavement project selection and pavement surface and subsurface design that addresses Montana's most important statewide transportation needs, and to support the quality of materials incorporated into Montana's highway system. These activities help officials select projects and provide information for short and long-range engineering and construction programs. These goals are addressed through the complex interaction and interrelationship of the Bureau's three Sections.

The Bureau consists of the Geotechnical Section, Physical Testing Section, and Pavement Analysis.

The Pavement Analysis is responsible for gathering, compiling, and analyzing transportation data in a competent, precise and purposeful manner and for providing suitable and cost-effective pavement designs. A central element of the Section's function is to provide service to its internal and external clients in the form of pavement analysis products

Description of Duties

This position is responsible for Work Zone Safety, Field Sampling Assistance, Equipment Maintenance, Calibration Assistance, and Office Work for the Non-Destructive Testing Data Collection Unit (NDTDCU). Duties include monitoring field sampling and calibration procedures, administering work zone safety procedures, and administering testing documentation. The position reports to the lead worker supervisor and Unit supervisor.

Job Requirements

Knowledge of basic mechanical maintenance and repair is needed. This position requires extensive, overnight travel throughout the state of Montana, possibly in excess of 25,000 miles per year. Perform duties in high-speed traffic flow. Requires the use of hard hat and safety vest. This position is subject to alternative work schedules – weekly, overnight travel / weekend work / overtime / nighttime work.

Education and Experience

Current Valid Montana Drivers License

Compensation / Benefits

Annual pay raises as granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays and up to 15 days military leave with full pay.

Application Process:

The application materials required for this position are indicated with check marks.

- ☒ Completed MDT Application (form Online APP-0506 Rev) or the Montana State Application (PD 25).
- ☐ Answers to the attached supplemental questions (include your name and the position number if not applying online).
- ☐ Professional/Employment References listed with contact information.
- ☐ Resumé
- ☐ College or University transcripts. (Copies of transcripts accepted.)
- ☒ Copies of license(s) or certifications upon a conditional offer of employment by MDT.
- ☐ Negative Drug Screen results (testing arranged by MDT) upon a conditional offer of employment by MDT.
- ☐ Other:

VEBA: ☐ Yes ☐ No ([what is VEBA](#))

- ☐ For internal applicants, this position will qualify for reimbursement under the Moving and Relocation Expense Policy (3-0151).
- ☐ Consideration may be given to filling the position with a training assignment.
- ☒ Reference checks will be conducted and considered as part of the selection process.

Supplemental Questions:

Application Materials and Deadline: Complete application materials must be postmarked or sent electronically by the closing date (as indicated below) to a Montana Job Service Office or:

Human Resources
2701 Prospect Avenue
PO Box 201001
Helena, MT 59620-1001

Closing Date: ☒ by 5:00 pm **or** ☐ Open until filled

If applying electronically, go to: <http://www.mdt.mt.gov/jobs/>.

Application materials from interested Department of Transportation employees must be submitted online or received in the Human Resources office in Helena by 5:00 pm on the closing date.

In-state and out-of-state applications are due by 5:00 pm Mountain Time on the closing date. You can

apply for this position online. Alternatively, you may mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

The above position is being posted in accordance with the bargaining unit agreement.

Nonbargaining unit employees or employees of another bargaining unit may apply. If the position is not filled with a bargaining unit applicant, the non-bargaining unit applicants may be considered. However, bargaining unit applicants will have preference.

Late or incomplete applications will not be considered. Failure to turn in all required documents will result in disqualification from the selection process.

Reasonable Accommodations: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges or employment available to other employees. If you need such accommodation, contact this agency within 72 hours of needs, to allow us sufficient time to meet your request.

Applicants claiming Veteran's or Disabled Person's Employment Preference (see MDT Application Form) must submit verification of eligibility **prior to the closing date**. Required documents include a DD-214 (military) and/or the PHHS Certification of Disability form and the Employment Preference Form.

In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documents that show authorization to work in the United States. Examples of such documentation include a birth certificate or Social Security card along with a driver's license or other picture ID, or a US passport, or a "green card". Also to comply with the Montana Compliance with Military Selective Service Act, this Agency (Montana Department of Transportation) must verify that the covered applicant has complied with the federal Military Service Act within three days of hire.